



**Union County Schools
Homework/Enrichment
Learning Program
(UCSHELP)**

2019 - 2020

**HANDBOOK
For Parents and Students of the**

Primary, Elementary, Middle, and Woody Gap Schools

**WELCOME TO THE
Union County Schools Homework/Enrichment Learning Program
UCSHELP
A Collaborative of Union County Board of Education
&
Union County Community Partnerships**

Union County Schools Homework/Enrichment Learning Program
Parent/Student Handbook

Welcome!

We are so excited that you have chosen to be part of Union County Schools Homework/Enrichment Learning Program (UCSHELP). In our efforts to improve the academic, behavioral, and social outlook of Union County students and families, we are proud to have local funding that will allow us to bring more resources into our schools and communities that will benefit our students. As we work with parents, schools, and community organizations to provide a safe, educational, and fun environment for our students, we anticipate great success. With your support, we know we can make a difference!

This handbook contains general information that you will need regarding the Union County Schools Homework/Enrichment Learning Program. Please read this handbook carefully and feel free to contact us with any questions or concerns.

Thank you,

Rebecca Ganley

Union County Schools Homework/Enrichment Learning Program Site Coordinators & Administration

UC Primary School – Karen Sprayberry
UC Elementary School – Denise Driskell & Cynthia Todd
UC Middle School - Ashley Davis & Casey Lusk
Woody Gap School – Pam Jernigan & Robby Hill

Program Director-Rebecca Ganley

Union County Schools Homework/Enrichment Learning Program Goal

The goal of the Union County Schools Homework/Enrichment Learning Program is to promote the safe and healthy development of Union County children through a comprehensive after-school program that integrates an array of activities including academic assistance, educational enrichment, and family literacy.

Recruitment of UCSHELP Students

The Union County Schools Homework/Enrichment Learning Program (UCSHELP) targets students in Kindergarten through 8th grade. The homeroom or academic teacher must refer the students to our program. Teachers are presented the criteria at the beginning of the year informing them about the importance of referring students. *All students in the program have been referred by a teacher.*

Criteria include the following:

- Low income
- Limited English Proficiency
- Disabilities
- Homeless
- Poor academic scores in Reading, Language Arts, and/or Mathematics
- Milestones data, when available

Once the students have been referred, the site coordinators contact parents for orientation. Orientations are held at different locations, days, and times for all parents to be able to attend. At the parent orientation, parents are provided handbooks, guidelines, and are given answers to pertinent questions about the program.

Equal Opportunity Employment and Educational Services (Discrimination / Harassment)

The Union County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age and in its programs and activities, and provides equal access to Boy Scouts and other designated youth groups. This notice extends to employment decisions or educational programs and activities, including its athletic programs. Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school system based upon any of the factors listed above should promptly report the same to the school principal, or the appropriate coordinator as listed below. Students may also report harassment or discrimination to their school counselor. Students and employees shall not be subjected to retaliation for reporting such harassment or discrimination.

K-3rd Grades

Students who are (2019 - 2020) in kindergarten through third grades are referred according to the following criteria (in addition to the preceding qualifications):

- Kindergarten student pre-test scores from spring.
- First, second, and third grades: Students who were identified as being placed in Tier 2 or 3 in RTI (Response To Intervention) or in Special Education (Tier 4) will be referred *first*.
- Additionally, any student who was retained the preceding academic year will be referred *first*.

4th-8th Grades

The students who are targeted in 4th through 8th grades were:

- Students who were identified as being placed in Tier 2 or 3 in RTI (Response To Intervention) or in Special Education (Tier 4) will be referred *first*.
- Additionally, any student who was retained the preceding academic will be referred *first*.
- Students who did not meet the passing score for the Georgia Milestones test (if available) (Spring 2019) year in Reading, Language Arts, and/or Mathematics.

Confidentiality of Student Records

The Family Educational Rights and Privacy Act (**FERPA**) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The Union County Schools Homework/Enrichment Learning Program sites will serve as an after school model by providing:

- An infrastructure that will provide neutral support for community agencies and schools.
- Site Coordinators will be housed at the sites and include certified teachers who will provide a link between the school day and after school programs.
- Programs will focus on academics, especially from the academic curriculum used during the school day to link that to the after school program.
- Programs that focus on enrichment and cultural activities based on the needs of the participants and their communities.

Union County Schools Homework/Enrichment Learning Program Goals

- Increase adult involvement with students through a platform of safe, structured, and supervised activities.
- Improve academic performance through an academic enhancement and enrichment agenda that complements classroom instruction.
- Increase the students' affinity for school.
- Increase parental involvement with their child(ren) to promote academic success.

Long Term Goals

- Increase the rate of students who score developing, proficient, or distinguished on the Georgia Milestones in Reading, Language Arts, and Math.
- Use technology for tutorial, practice, and enrichment in reading and math.
- Provide opportunities to develop leadership skills.

- Provide opportunities for conflict resolution and development of social skills.

Union County Schools Homework/Enrichment Learning Program Quality Standards and Expectations

- Activities will reflect and promote the mission of the program.
- The daily schedule will provide activities that are engaging, varied, and flexible.
- The program provides a mix of well-structured and loosely structured activities that support and promote creativity.
- Program activities will enhance the positive development of students including opportunities for leadership development, development of social skills, resistance behaviors (peer pressure, risky behaviors, and bullying), and drug/alcohol/tobacco prevention education.
- Program staff will work to influence learning and increase knowledge of participants.
- The program will build upon community resources.
- The program will offer opportunities for age appropriate learning, physical activity, skill building and development.

Wellness

- Students will receive a healthy, nutritious snack daily with unlimited access to fresh drinking water.
- Employability (soft skills) will be introduced and reinforced (punctuality, manners, organizational skills, etc.)

Administration Expectations of the Union County Schools Homework/Enrichment Learning Program

- Program policies and procedures are responsive to the needs of children and their families.
- The administration provides sound leadership and management.
- The program sets clear expectations for participant behavior with active, consistent participation in program activities.
- Program policies and procedures exist to enhance the health and safety of all children and students.
- The program solicits feedback from children and their families about program activities.
- The program engages families as partners in its success.
- The program builds links to the community.
- Emergency information for each participant is on file and accessible.
- The program has a clear vision and mission and a plan to support continuous growth.
- The program has a system for using information for learning and program improvement as well as for measuring outcomes relevant to program activities.

Union County Schools Homework/Enrichment Learning Program Advisory

Council

The UCSHELP Advisory Council is the cornerstone of governance and is based on the following fundamental premises:

- In order to be most effective, services and supports for families must be provided close to where people live, work, and attend school.
- Parents best understand the environment in which they live and what services and supports will be effective.
- Professionals provide valuable advice and support and are more effective when they work as partners with participants and neighborhoods.
- Strengthening of students, families, and neighborhoods occurs because of active involvement in finding solutions and “ownership” for results.

The Advisory Council meets once a semester and includes broad representation and active participation from Union County BOE staff, Union County Community Partnership staff, and parents.

Union County Schools Homework/Enrichment Learning Program invites parents and their children to provide a voice and ongoing feedback for the program. To get involved with the Advisory Council, please contact **Rebecca Ganley** at rganley@ucschools.org or 706-502-4214.

Family Involvement/Parent Engagement

For the program to be most effective, parental involvement is vital. It is the expectation of the Union County Schools Homework/Enrichment Learning Program that parents are involved in the program. Some ways parents may be involved is through volunteering for the program, participating in family events, providing input for the Advisory Council, and/or visiting the program. Concerns can be written or verbal. Parent engagement events will convene two (2) times per year and will focus on community partnerships, community resources, program sustainability, and children’s activities. Parents are encouraged to attend.

Behavior Standards

(Parent/Student District Handbook at www.ucschools.org/for_parents)

All Union County Schools Homework/Enrichment Learning Programs follow the discipline, behavior, and dress code standards as set forth in the Board of Education’s Student and Staff Handbooks. Therefore, it is the duty of the Union County Schools Homework/Enrichment Learning Program staff, all contracted representatives, and students to display, model, and reinforce positive behavior at all times. If a student rides the bus from the after-school program, he/she is expected to adhere to the code of conduct that has been set forth by the Union County BOE (this information appears in the student handbook issued from the school).

Any student who has received an out of school suspension or has been expelled from school will not be allowed to attend any Union County Schools Homework/Enrichment Learning Program until the suspension or expulsion is lifted. All other discipline issues will be addressed on a one-on-one basis, as determined by the Site Coordinator in accordance with the handbook and respective agency written policies.

Please note that disciplinary problems will be documented and Union County Schools Homework/Enrichment Learning Program will make contact with parents to discuss behavioral intervention. Site Coordinators exercise discretion in making referrals to School Administration, but any infraction that violates any Union County BOE policy will be reported and handled according to the Student Handbook in that student's school.

It is our desire to retain 100% of the students involved in the program. However, students who are a continuous disruption and whose behavior is a hindrance to the learning process **will be DISMISSED** from the program. That student will not be allowed to participate in any UCSHELP programs for the remainder of the current school year.

Positive Behavior Interventions Support

One of the foremost advances in schoolwide discipline is the emphasis on schoolwide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments.

Each site has developed individualized plans to encourage student attendance, academic performance, and good behavior. While our true goal is to encourage and develop intrinsic motivation in these areas, we do recognize the value in rewarding for setting and achieving short and long term goals. Students are rewarded with tangible rewards such as stickers, candy, free computer time, visits to the treasure box, extra free enrichment time (outside, etc.) and gift cards from local businesses and restaurants for achieving both short and long term goals. Parents also receive notes and reports from teachers and site coordinators when students have achieved short and long term goals

Visitors to the Union County Schools Homework/Enrichment Learning Program

Parents are welcome to visit the Union County Schools Homework/Enrichment Learning Program. All parents must first check in with the Site Coordinator and sign in as a visitor before proceeding to their final destination. The Union County Schools Homework/Enrichment Learning Program has an open door policy and encourages parents to be as involved as they can with the Union County Schools Homework/Enrichment Learning Program. However, to ensure the safety of all students, all visitors must report to the school office upon entering the building.

Checking out and Pick-up Procedures

Only those persons who are listed in Power School will be allowed to pick up the student. Please keep the Union County School's Registrars updated on who can pick up your child. Picture identification is required **every day** to sign your child out of the Union County Schools Homework/Enrichment Learning Program.

Late Pick-up Procedures

Due to transportation being provided from the three school sites, late pick-ups should not be an issue. However, those students who are to be picked up should be done so promptly at 5:00pm. In the event that a child is not picked up at the designated time, the following steps will be taken:

1. Site Coordinators will call parent/guardian's day and evening numbers.
2. Site Coordinators will call emergency contact numbers provided on registration.
3. If contact with parents/guardians or emergency contact(s) is unsuccessful, the Union County Schools Police Department will be contacted after 30 minutes.

Staff will make every effort to contact someone regarding picking up the child including emergency contacts. The last resort will be to contact the police department. Staff will remain with the students until they are picked up. Under no circumstances will staff transport a child.

Union County Schools Homework/Enrichment Learning Program Calendar for Operation

The Union County Schools Homework/Enrichment Learning Program will follow the Union County BOE school calendar (found on Union County School System's web page) during the school year. The **Center will not be opened** during the following situations:

- Days when the Union County School District is closed, including school holidays.
- Days when students have a scheduled early release day.
- When the Union County School District is released or closed because of inclement weather.

When the Union County School District closes other after-school programs due to inclement weather, the Union County Schools Homework/Enrichment Learning Program will also be closed. Please watch or listen to local media broadcasts for up-to-date information. If you have any questions regarding this policy, please contact the Site Coordinator or Program Director.

Hours of Operation

The Union County Schools Homework/Enrichment Learning Program operates 8 hours per week.

All sites are open from 3:00-5:00 PM Monday - Thursday.

We will make every possible attempt to notify parents of any emergency closures or closures that vary from the Union County School District schedule in advance.

Personal Data

Please notify the Site Coordinator and registrar of any changes to your child's address, phone number, persons authorized to transport the child, etc.

Union County Schools Homework/Enrichment Learning Program Participant Registration

Please complete the *Union County Schools Homework/Enrichment Learning Program* registration forms and contract and return to the *UCSHELP* Site Coordinator where your child participates. Children will not be allowed to participate in the program until all paperwork is completed and on file and parent has attended parent orientation.

Student Progress

- Site coordinators and teachers will communicate regularly with parents regarding student academic and behavioral progress.
- Site coordinators will provide monthly report cards to parents.
- All communication is available in Spanish or via an interpreter upon identified need or request.
- Parents can request standardized test scores and school grades from the individual site's front office.
- Site coordinators will facilitate goal setting with students and provide to parents as requested.
- Program evaluation data is provided to parents via parent/student handbook.

Waste, Fraud, Abuse, and Corruption

Addendum A

Child Abuse Reporting Procedures and Policy

Addendum B

Georgia Department of Education Complaint Procedures under the Elementary and Secondary Education Act (ESEA)

Addendum C



I, _____ the parent/guardian of _____ understand that by enrolling my child in the Union County Schools Homework/Enrichment Learning Program, I give permission for my child to participate in all activities, including but not limited to:

- Academic assistance and enrichment programs,
- Photographs to be used for educational or public viewing,
- All programming which the Community Learning Centers deem vital to the safety, academic, and personal life-skills development of my child.

It is also my understanding that my child's participation in the Union County Schools Homework/Enrichment Learning Program depends on consistent attendance and adherence to behavior guidelines, a copy of which I have received. Any participant not in accordance with either attendance guidelines or behavior policies will be removed from the program. Returning to the program is dependent on the severity of removal, results of a parent/guardian conference, and space available.

I understand that if a medical emergency arises, the program staff will take all steps necessary to ensure the safety of my child and will call, as necessary, a public emergency vehicle for transport to the nearest emergency facility.

I understand that I am responsible for medical expenses incurred. I understand the nature of the Union County Schools Homework/Enrichment Learning Program and the risk of injury or loss of property associated with it and release the Union County Schools Homework/Enrichment Learning Program and all program organizations and its employees from any claims made by the student or on behalf of the student.

My agreement with this parent consent form will remain in effect until my child is no longer a member or enrolled at the coordinating agency.

Parent/Guardian Name _____

Parent/Guardian Signature: _____

Date: _____



Parent/Student Handbook Acknowledgement Page

By signing this form, I hereby acknowledge that I have received, read, and reviewed with my child(ren) the Union County Schools Homework/Enrichment Learning Program's 2019-2020 Parent/Student Handbook. This handbook provides pertinent information regarding how the program operates as well as the rights and responsibilities of both students and parents.

Additionally, I acknowledge that I have read, signed, and returned the following forms from the handbook:

1. Union County Schools Homework/Enrichment Learning Program's Use of Electronic Media - Internet Usage Policy
2. Union County Schools Homework/Enrichment Learning Program's Parent Permission Form (2).

Student Name (Printed)

Student Signature & Date

Parent Name (Printed)

Parent Signature & Date